

# United States Department of the Interior

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In Reply Refer To:  
1270-2/1271 (954.56) P  
Supersedes: IM No. AZ-2005-040

January 27, 2006

EMS TRANSMISSION 1/30/06  
Instruction Memorandum No. AZ-2006-019  
Expires: When Cancelled or Superseded

To: District Managers; Field Managers; DSD, Business and Support Services  
Attention: Information Access Centers

From: State Director

Subject: Revised Cost Recovery Fee Schedule for the Public

**Purpose:** This Instruction Memorandum (IM) updates and replaces IM No. AZ-2005-040 by adding a new cost recovery item to the fee schedule for Arizona.

**Background:** The Cadastral Survey Office has produced a DVD for sale to the public that is a compilation of scanned Arizona Cadastral Survey plats (approximately 6,500 plats). This product is anticipated to have a positive effect on the workload of Information Access Center (IAC) staff with regard to requests generated by private surveyors, as well as the general public.

**Policy/Action:** The fee schedule is revised to include fees for the new Cadastral Survey DVD as shown in Attachment 1; all other Arizona rates remain unchanged. All Arizona IACs are to adopt the cost recovery fees in the attached schedule. The new fees should be posted in IACs; sample lists for posting are provided in Attachment 2.

**Timeframe:** The new fee schedule is effective immediately.

**Manual/Handbook Sections Affected:** Manual 1270-2, Cost Recovery; Manual 1271, Bureau of Land Management (BLM) IAC.

**Contact:** For questions or further information, please contact Lynn Peterson, State Records Officer at (602) 417-9347, or Toni Klimek, State Records Administrator at (602) 417-9364.

Signed by: Michael Taylor  
DSD, Resources  
**FOR** Elaine Y. Zielinski

Authenticated by: Margaret Walker  
Management Assistant

2 Attachments

- 1 - [BLM-Arizona Cost Recovery Fee Schedule](#) (7 pp)
- 2 - [Lists of Products to Post in IACs](#) (2 pp)

<p align="center"><b>BLM - ARIZONA</b></p> <p align="center"><b>COST RECOVERY FEE SCHEDULE</b></p>			
<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>STANDARD COPIES</b> 8½ x 11" up to 11 x 17"	\$0.13/page  \$0.26 for double-sided.	All paper copies, sized as shown, reproduced on a copy machine or computer printer.	Dept. Regulations 43 CFR Part 2, Appendix C.
<b>STANDARD COPIES SCANNED, But Not Printed, SAVED TO CD</b>	\$5.00/CD <u>or</u> Research time over 15 minutes + Actual cost of CD  (Whichever is greater – Minimum charge of \$5.00 per CD. This rate only applies to CDs created with this equipment.)	Copies scanned into Xerox DocuTech 6100 and saved by Central Files onto a CD.	Research time is the manipulation of the information once it's scanned; i.e. sorting or "cleaning it up." Minimum charge for providing a CD does not apply to fiche, microfilm or aperture card copies (see costs below).
<b>FICHE COPIES, MICROFILM AND APERTURE CARD COPIES</b>	\$1.10/page  + \$1.00/CD (if saved on a CD).	All paper and electronic copies produced from micrographics reader/scanner/printer.	Includes e-mail of electronic copy.  (CD 49¢ + case 41¢ + label 10¢ = \$1.00.)
<b>NON-STANDARD SIZED COPIES</b> (Any size larger than Standard copies; i.e., copies from 2510, 2520, or 3001 sheet feed copier)	\$2.75/page	All oversized paper copies, produced on a copy machine.	Not used for copies produced on a plotter; see Plotter Product costs below.
<b>COLOR COPIES</b> 8½ x 11"  8½ x 14" up to 11 x 17"	\$0.90/page  \$1.50/page	All paper copies reproduced on a color copier or color computer printer.	Dept. Regulations 43 CFR Part 2, Appendix C.
<b>CUSTOM MAPS from COLOR COPIER/ PRINTER</b> 8½ x 11" up to 11 x 17"	\$2.75/page	All "Maps on Demand" printed on a color copier or printer.	Cost for color printer or copier only; if printed on a plotter, see Plotter Product costs below.

<b>BLM - ARIZONA</b> <b>COST RECOVERY FEE SCHEDULE</b>			
<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>ALL PLOTTER PRODUCTS</b>	Paper copies: \$2.50 \$5.00 \$7.50 \$10.00  Mylar copies: \$5.33 \$10.66 \$16.00 \$21.33	Up to: 9 inches length. 18 inches length. 27 inches length. 36 inches length.  Up to: 9 inches length. 18 inches length. 27 inches length. 36 inches length.	Fee scaled for every 9" of length printed; for sizes in excess of 36" add \$2.50 for every 9" increment.  Fee scaled for every 9" of length printed; for sizes in excess of 36" add \$5.33 for every 9" increment.
<b>XEROX 3060 or EQUIVALENT COPIES</b> (i.e., 20 x 24")	\$4.20/page	Paper copies produced on 24" or 36" roll feed paper.	<b>All MTP and HIs</b> , whether printed on a copier or plotter.
<b>CADASTRAL SURVEY PLATS</b>  <b>SCANNED, But Not Printed, SAVED TO DVD</b>	\$2.00/DVD	Copies scanned from original plats.	DVDs will be produced 50 at a time to enable BLM to include the most recent plats to the DVD.
<b>FAX TRANSMISSIONS</b>	\$1.10/page + Research time + Copy fee	Documents sent to customer via fax machine.	No charge for cover page.
<b>APERTURE CARDS AND FICHE DUPLICATES</b>	\$0.50/fiche	Sale of existing celluloid copies.	While supplies last.
<b>MAPS</b> <b>(Published by other entities)</b>	Various Prices	Maps produced by other agencies or the private sector (includes USGS maps).	Prices are set by the agency or entity that produces the map.
<b>MAPS</b> <b>(1:100,000 Surface and Mineral Management Status)</b>	\$4.00 (1-49 maps) \$2.40 (50 or more)	Volume discount applies to same or mixed map titles totaling 50 or more.	Volume discount applies to maps sold at BLM offices or BLM internet sites. (See WO IM 2002-126.)

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<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>MAPS</b> <b>(Published by BLM)</b>	\$4/map	All BLM maps sold to the public.	Arizona Access Guides, recreation, and similar maps.
<b>BOOKS/GUIDES/ POSTERS/ PUBLICATIONS/etc.</b> <b>(Published by BLM)</b>	Actual Costs Arizona examples: \$8.00  \$6.00	Arizona examples: Hiker's Guide to Paria Canyon. Arizona Strip Visitor Guide.	Actual cost to produce includes cost of printing, storage, and distribution only; cannot recover cost of product <u>creation</u> .

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
<b>RESEARCH TIME</b>  Definition: Time spent by a BLM employee to conduct an examination or analysis of records necessary to locate specific records (or information) which has been requested by a member of the public. Includes automated data compilation and manipulation by a computer specialist to extract information.  <u>Assistance</u> Definition: Time spent by an employee providing information to the public regarding public land, mineral, survey matters, and general inquiries regarding all BLM programs. Time spent helping customers to locate records, to answer questions on how to read or interpret the information, to explain how to read or interpret information including assistance in the use of the computer for retrieval of information or creation of custom maps.	\$20.00/hour (\$5.00/quarter hr.)  \$35.00/hour (\$8.75/quarter hr.)  \$50.80/hour (\$12.70/quarter hr.)  <b>No charge</b> if under quarter hr. search.  <b>No charge</b> for <u>assisting</u> the public.  <b>No charge</b> for <u>assisting</u> the public to do their own research.  <b>No charge</b> if a record is not provided (i.e., no charge if the research does not produce a product).	Clerical (GS-1 through GS-7).  Professional (GS-8 through GS-12).  Managerial (GS-13 and above).	Charged when time exceeds 15 minutes (charge by 15 minute increments).  Rates subject to change based on current pay scale; set by Dept. regulations 43 CFR Part 2, Appendix C. (Note: A separate IM is issued whenever these change.)

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
<b>SEARCH TIME</b>  Definition: Time spent by a BLM employee to physically locate a record for a FOIA request.	\$20.00/hour (\$5.00/quarter hr.)  \$35.00/hour (\$8.75/quarter hr.)  \$50.80/hour (\$12.70/quarter hr.)	Clerical (GS-1 through GS-7).  Professional (GS-8 through GS-12).  Managerial (GS-13 and above).	Depends on Fee Category of requester. When applicable, charged in 15 minute increments.  Rates subject to change based on current pay scale; see Dept. regulations 43 CFR Part 2, Appendix C. (Note: Separate IM issued whenever these change.)  Can only be charged for FOIA requests.
<b>REVIEW TIME</b>  FOIA Definition: Time spent by FOIA Coordinator and/or subject-matter specialist reviewing record for applicable FOIA exemptions and redactions.  Certification Definition: Time spent by an employee with delegated authority to review records for verification and authenticated seal.	\$20.00/hour (\$5.00/quarter hr.)  \$35.00/hour (\$8.75/quarter hr.)  \$50.80/hour (\$12.70/quarter hr.)	Clerical (GS-1 through GS-7).  Professional (GS-8 through GS-12).  Managerial (GS-13 and above).	Rates subject to change based on current pay scale; see Dept. regulations 43 CFR Part 2, Appendix C. (Note: Separate IM issued whenever these change.)  Can only be charged for FOIA requests or certifying records.
<b>CERTIFICATION OF RECORD</b>	\$0.25/per certification seal + Copy fees + Review time	Certificate of verification and attached seal.	See rates for review time, charged in excess of 15 min., to compare & authenticate records.

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<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>WEB SITE INFORMATION AND DATA BASES PROVIDED FOR THE PUBLIC</b>	No charge for viewing; cost recovery rates will apply to paper copies requested by the public.  If request is for CD, see rates below.	Information and data bases, such as GCDB data or GIS data provided on web sites for the convenience of the public.	Offices may elect to place publicly available data bases on web sites for free public viewing if more cost effective than handling traditional requests for information.
<b>REQUESTS FOR DATA/ INFORMATION FROM MICROCOMPUTERS OR OTHER COMPUTERS</b>	Research time  + Cost of media (\$1.00 if CD).  + Copy fees, if applicable.	Time spent to manipulate and extract the information, plus actual cost of CD or other media, plus 13¢ per page for any paper copies provided.	No charge for research time if less than quarter hour.  (CD 49¢ + case 41¢ + label 10¢ = \$1.00.)
<b>LR 2000 REPORTS AND OUTPUT</b>	\$0.75/page  \$0.13/page  \$0.13/page + Research time  Research time + Actual cost of media (\$1.00 if CD).	Serial Register Pages (SRP).  Standard reports/printouts (other than SRP).  Non-standard (specially-formatted) reports/printouts created by BLM staff.  Electronic copy output created by BLM staff.	All LR-2000 costs were established by WO IM No. 99-100, still in effect.  (CD 49¢ + case 41¢ + label 10¢ = \$1.00.)



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<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>AERIAL PHOTOGRAPHS, ORTHOPHOTO QUADS, AND 7.5 MINUTE QUADS</b>	Use the current USGS rate for 7.5 Minute Quads.		BLM will continue to coordinate with the USGS on the cost recovery rates for these products.
<b>MAILING COSTS</b>	Actual cost of special postage plus cost of mailing container.	Overnight, FedEX, UPS, or other special shipment.	Charges that exceed the cost of standard, first class postage.
<b>\$3 MINIMUM COLLECTION</b>	Offices may waive up to \$3 in cost recovery fees.	For requests received by mail, telephone, or fax.	Waiver cannot be applied to Declining Deposit Accounts (DDA).  Applied at the discretion of the local office.

# PRICES FOR MAPS AND OTHER PLOTTER-PRODUCED MATERIAL

Product	Size	Fees
Paper copies	Up to 9" length	\$2.50
	10" to 18" length	\$5.00
	19" to 27" length	\$7.50
	28" to 36" length	\$10.00
	Greater than 36" length	Add \$2.50 for every 9" increment
Mylar copies	Up to 9" length	\$5.33
	10" to 18" length	\$10.66
	19" to 27" length	\$16.00
	28" to 36" length	\$21.33
	Greater than 36" length	Add \$5.33 for every 9" increment

## Associated Plotter Fees:

### Research/

- Programming Fee\*** - Data manipulation by a computer/GIS specialist:
- Over 15 minutes: \$35.00 per hour (15 min. increments)  
(\$8.75 per quarter hour)
  - Under 15 minutes: No Charge / Free

- Mailing Costs\*** - Actual cost of special handling (i.e., overnight, FedEx, UPS, etc.) postage plus cost of mailing container.

### IAC Assistance/

- Search time** - No charge / Free

\*Add to product total, when applicable

## PRICES FOR OTHER SERVICES

### Copies -

Standard (8½ x 11" up to 11 x 17")	\$0.13/page
Color Copies (8½ x 11")	\$0.90/page
Color Copies (8½ x 11" up to 11 x 17")	\$1.50/page
Non-Standard	\$2.75/page
Master Title Plats	\$4.20/page
Microfiche/Aperture Cards	\$1.10/page
LR-2000 Printouts:	
Standard Reports	\$0.13/page
Serial Register Page (SRP)	\$0.75/page

Cadastral Survey Plats DVD	\$2.00 each
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### Certification of Records -

Standard copy fees	\$0.13/page
+ Review time at current rate	Hourly Rate
+ Rubber stamp with signature and/	\$0.25/cert.
or Gold Seal with Cover Sheet	\$0.25/cert.

### Facsimile (Fax) Transmissions -

Standard copy fees	\$0.13/page
+ Research Time*	\$20.00/hour
+ Fax	\$1.10/page

### "Passports" -

Golden Eagle (General Pass; 1 year)	\$65.00
Golden Age** (62 & older; Lifetime)	\$10.00
Golden Access** (Proof of disability)	No Charge

\* Research time is charged in 15 min. increments; first 15 minutes are free.

\*\*Must be U.S. Citizen to obtain these.